

WATER AND SEWER SYSTEM OPERATOR

(Town of Westminster, Massachusetts)

Definition:

Skilled work in the management, operation and preventive maintenance of specialized stationary pumping equipment and in general water and sewer system activities; all other related work as required.

Supervision:

Works under the general supervision of the Water and Sewer Working Foreman or other supervisory personnel.

Performs responsible functions in accordance with established procedures and techniques, requiring some independent judgment in evaluating problems and conditions and in determining repair methods.

Job Environment:

Work is performed in all extreme weather conditions with exposure to hazards associated with chemicals, methane gas, trenches, construction sites, and equipment operation.

Operates heavy and light trucks and equipment; operates hand tools including pick and shovel; operates power tools including drills, pipe cutter, pipe locator, leak locator, and tapping machine; gas torches, arc welder, and electrical tester; operates all other related equipment.

Makes frequent routine contacts with the general public requiring courtesy in responding to complaints and in reading and repairing meters; makes periodic contacts with other town departments, and utility companies to cooperate on public works related activities.

Errors could result in inadequate service delivery, poor water quality; damage to equipment and facilities, and potential danger to public health; errors are difficult to detect and may be costly to correct.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Checks and ensures operation of electric and diesel powered pumping stations and standby equipment; operates levers, valves, and switches to regulate output; performs maintenance and repair with respect to pumps, machinery and appurtenances.

Responds to emergency situations; determines appropriate corrective action; makes repairs of main leaks; responds to questions and complaints and makes related repairs; performs general customer service activities including service turn-on and shut-off.

Installs, removes and repairs meters; reads meters and maintains complete records of readings; investigates readings for possible error, equipment failure, or customer facilities malfunction; conducts checks for water main leaks for residents in response to their requests.

Inspects construction work performed under contract for compliance with specifications; marks water and sewer lines in advance of new construction.

Assists in the preparation and maintenance of water and sewer records including diagrams of services and extensions; maintains and checks inventory of supplies and equipment in accordance with established procedures.

Repairs control circuits and alarm systems; tests water for chlorine and fluoride count; collects and sends water samples to the lab to be tested.

Oversees water and sewer stations and generator station to ensure they are working properly; repairs heating systems; rebuilds water pumps; maintains pumping stations; diagnoses malfunctioning; sets pumps and other station equipment and maintains pumping records; assists with mechanical repairs of vehicles as needed.

Operates snowplows and sanders during snow and ice winter operations.

Maintains buildings and grounds; assists in property and watershed improvements; maintains tools, equipment, and facilities related to water system operation.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school graduate; three years of experience in municipal water and sewer system operations; or any equivalent combination of education and experience.

Special Requirements: (must have or be willing to obtain)

Massachusetts Class B Commercial Driver's License (CDL) with Air Brake Endorsement

Massachusetts Class 2B Hydraulics License

Massachusetts Drinking Water Facility Operators Grade 2D License.

Massachusetts Drinking Water Facility Operators Grade 1T License. Massachusetts Cross-Connection Surveyor Certification.

Massachusetts Backflow Prevention Device Inspector/Tester Certification.

OSHA Confined Space Safety Training.

FEMA IS-700, ICS-100, ICS-200 Course Training and additional as required.

Knowledge, Ability, and Skill:

Knowledge. General knowledge of the principles, procedures and techniques of water and sewer system operations. Working knowledge of the construction, and procedures for underground structures in the Town's sewage collection and water distribution systems for streets, sidewalks and surface drainage. Working knowledge of state regulations

affecting water and sewer system operations. Knowledge of water production system, pumping station operations, and diesel, gas and electric motors.

Ability. Ability to perform water quality tests. Strong mechanical abilities. Ability to respond to inquiries and complaints with discretion and tact. Ability to work calmly and effectively under emergency conditions. Familiarity with the town's geography.

Skill. Skill in using hand and power tools for either work underground or at pumping stations for assignments in the Water and Sewer area.

Physical Requirements:

Constant physical effort required to perform construction, maintenance and repair activities. Physical agility to access all areas at a construction site. Frequently lifts heavy equipment weighing up to 60 pounds. Ability to perform heavy physical labor under adverse conditions. Required to stoop, bend, squat, kneel, and work in cramped quarters. Eyesight and hearing at or correctable to "normal ranges." Ability to distinguish colors.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)